

17 JAN 1976

DD/A Registry

File Personnel-1

MEMORANDUM FOR: Director, Equal Employment Opportunity

SUBJECT : Selection and Assignment of Employees Overseas

REFERENCE : Memo to DD/A frm D/EEO, dtd 17 Dec 75, subj:
President Ford's memo on the Selection &
Assignment of Employees Overseas

1. This is in response to your request that we review our procedures for personnel selection and assignment to foreign areas. As you are no doubt aware, this Directorate is made up of a number of independent sub-offices which by and large make their own selection of personnel for overseas assignment. Consequently the procedures employed are somewhat diversified and are dependent on the specific requirements of each particular office.

2. I am attaching hereto the results of our request that these offices provide us with a copy of their selection procedures. In no case does it appear there are factors that conform to any formal or informal requirements set by a foreign nation. The assignments appear to be based solely on the basis of the employee's capability to fulfill the requirements of the prospective assignment.

3. In the Directorate's Personnel Management Handbook, Section VII of the Handbook states: "It is Directorate policy to encourage transfer and rotational assignments when such assignments will provide a meaningful experience to the individual and will benefit the Directorate or the Agency." I believe that the attachments show that this policy is being followed by the various career service sub-groups in their selection of personnel to fill overseas assignments.

4. I will be awaiting a response from you regarding the memorandum in which we will publicize within the Agency the contents of the President's 20 November 1975 memorandum to the Heads of Departments and Agencies and the subsequent Civil Service memorandum of 5 December 1975. I will leave to your discretion whether we will issue one Agency notice or charge each Directorate with making the information known to all of its members.

/s/ John F. Blake

John F. Blake
Deputy Director
for
AdministrationAttachments
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1- RFL/EEO FILE

STATINTL

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1 - DDA subj

CMO/DDA [REDACTED] pao (15 Jan 75)

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